

TOWN COUNCIL WORK SESSION MEETING

Monday, March 4, 2019

7:30 pm

Municipal Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (February 22, 2019 minutes will be presented at the March 20, 2019 meeting)
- VII. Public Period (limit 2 minutes)
- VIII. Presentation – Mr. Tim Ailsworth, Executive Director, Local Government Insurance Trust (LGIT)
- IX. Award Presented to Norris' Garage
- X. Reports
 - a. Treasurer
 - b. Public Works Director
 - c. Ombudsman
 - d. Police Chief
 - e. Town Circuit Rider
 - f. Town Administrator
- XI. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
- XII. Legislation
- XIII. New Business
- XIV. Adjournment

**Town Council Work Session
Meeting- 7:30 PM
Monday, March 4, 2019
Municipal Building
Meeting Minutes**

Call to Order---7:35 PM

Roll Call- CM Barnes, CM McLaurin, CM Kennedy II, CM Washington CW Brownson, CW Hines, Mayor Muhammad present. Quorum established.

Moment of Silence----

Pledge of Allegiance----

Approval of Agenda; motion by CM Washington; seconded by CW Hines to approve the addenda; all in favor; motion passed.

Approval of Meeting Minutes from February 22th, 2019 (amended); Minutes will be presented on March 20th, 2019; motion passed.

Public Period: Mr. Larry Stoner announced the Mayor/Council debate on March 9th.

Mr. James Ware expressed concerns about Prince George's county legislation regarding Airbnb and wanted to see if the Town would have any similar actions as the county.

Mrs. Cynthia Mann described the report given to the Mayor on the status of the CDC was unfair. She stated that the CDC is not obligated to support to the Mayor/Council and that the CDC had severed official ties in 2015. CM Kennedy II asked when the next CDC meeting would be and what time?

Presentation from Mr. Tim Ellsworth of LGIT (Local Government Insurance Trust); presented a check for a grant for body cameras in the total of \$5,000 to Acting Police Chief Anthony Rease.

Presentation of Green Award to Norris Garage by Mayor Muhammad.

Staff Reports

Report of Officers and Committees –

- **Treasurer's Report** – Status report of the Town's finances for the month of February 2019 were distributed to the Mayor-Town Council.
- **Public Works Director Report** – Status report of the Public Works Director for the month of February 2019 was distributed to the Town Council brief discussion was given by the Larry Vaughn.
- **Ombudsman Report** – Status report of the Police Department for the month of February 2019 was distributed to the Town Council brief discussion was given by the Acting Sergeant Govan.
- **Police Chief Report** – Status report of the Police Department for the month of February 2019 was distributed to the Town Council brief discussion was given by the Acting Chief.
- **Town Circuit Rider Report** – Status report for the month of February 2019 was given to the Town Council and read into the record by the Stanley Mosley Sr.
- **Town Administrator Report** – Status report for the month of February 2019 was distributed to the Town Council and read into the record by the Town Administrator.

Ward Reports

Ward I Report: CM Washington reported that he had spoken with Acting Chief Rease about residents' concerns of possible personal solicitation in Ward I. Because of increased police concentration in the area, arrests were made; 1 for prostitution and 1 for marijuana possession upwards of 50 grams.

Ward II Report: CW Brownson noted that construction projects without permits had been occurring on the weekends. Mayor Muhammad noted that she had reported projects without permits to the police on the weekends.

CM Kennedy II wished the best to the candidates in the upcoming municipal mayoral and council elections.

Ward III Report: CW Hines mentioned that a PTA meeting at Forest Heights Elementary School will occur on March 5, 2019 at 6PM and urged residents to attend.

CM McLaurin requested Mr. Vaughn to update him on sewer line conditions and water coming down on Blackhawk Lane.

Mayor: Acting Chief Rease has been invited to speak for an International Women's Day awards ceremony on March 7th pertaining to women in law enforcement. The Town has partnered with the weatherization program to provide home upgrades to residents.

Legislation

Resolution 13-19 authorizing the acquisition of certain equipment through an application for a law enforcement body camera grant from Local Government Insurance Trust with the Forest Heights Police Department. Introduced by Mayor Habeeb-Ullah Muhammad; motion by CM Kennedy II to waive the full reading; seconded by CM Washington; motion by CM Kennedy II to adopt Resolution 13-19; seconded by CW Hines; discussion; vote; (7) yes; (0) no; motion passed.

Resolution 14-19 appointing Anthony N. Rease as Chief of Police of the Forest Heights Police Department. Introduced by Mayor Habeeb-Ullah Muhammad. Full reading. Motion by CM Washington to adopt Resolution 14-19; seconded by CW Hines; discussion; motion by CM McLaurin and seconded by CW Brownson to table Resolution 14-19; discussion; vote (2) yes; (5) no; motion to table failed; vote to adopt Resolution 14-19 vote; (5) yes; (1) no; (1) abstain; motion passed.

New Business: Town Attorney Kevin Best announced that an emergency ordinance would be introduced at the next Town Meeting. Amendments have been prepared for the ordinance dealing with street construction to anticipate and review the use small cells. These are devices that act as a small cell phone towers placed by telecommunications companies, and due to recent changes in FCC policy, companies have more authority over municipalities to place them. This is considered priority legislation by the Maryland Municipal League.

Meeting Adjourned – 9:41 PM.

**Town of Forest Heights
Treasurer's Report
March 4, 2019**

	Bank Acct Balance <u>3/1/19</u>	Quickbook Balance <u>2/28/19</u>	Quickbook Balance <u>2/28/18</u>
TD Bank General Fund	406,890.32	389,554.90	644,101.33
TD Bank Rainy Day Fund	154,132.40	154,132.40	151,080.25
TD Bank Speed Camera	2,838,172.23	2,823,792.23	2,031,047.29
TD Bank Municipal Money Market	213,364.59	213,364.59	213,364.59
	<u>3,612,559.54</u>	<u>3,580,844.12</u>	<u>3,039,593.46</u>

General Fund Highlights:

1. Real Estate Tax distribution received - \$25,705.87
2. Sewer/Water Warrantym Program rebate received - \$1,986.34
3. Income Tax distribution received - \$42,584.10
4. MD State Highway User revenue - \$3,315.23

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

February 28, 2019

Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains of leaves
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

Town Infrastructure:

- **Rolph Dr**
 - Asphalt overlay is now recommended
- **N. Huron Dr.**
 - SRT Bid Book went out on eMaryland Marketplace 2/22/19
 - receiving bids/questions
 - open bid date 3/25/19
 - Ten Bid Books along with ten full set of plans are available here at the town for contractors
 - waiting on results on last 3rd party inspection
- **Sachem Drive – Hill:**
 - Keeping close eye on hill during rain. Seems as though hill is still moving
 - AB Consultants – proposal pending
 - Geotech Engineers – proposal received
- **Sachem Drive – Water Leak:**
 - Received two separate proposals from Midas Utilities to address the water leak on Sachem Dr.
- Three different Environmental Engineers looked at the streets with water issues:
 - Arthur Engineering Services – proposal received
 - Pennoni Assoc./AD Marble – proposal pending
 - AB Consultants – proposal received
- Portugal Construction completed retaining wall 2/26/19

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- Contacted PG DPW&T about clogged drain @ Comanche Dr. and Shoshone Dr.
 - PG DPW&T looked at storm drain at Sachem and Cree to determine if there was a problem with them that caused the water problem at 11 Cree Dr. and believe it is not a part of the County system. Dave Howard of PG DPW&T is investigating further.
- Water main Break repaired on Cree Dr and on Arapahoe Terrace.
- Receiving Bids for Landscaping Services. Rode the town with landscape contractors. Open bids 3/8/19

Building Infrastructure:

606 Modoc:

- Pennoni Assoc., as Project Coordinator has initiated various meetings:
- Contractors, sub-contractors, 3rd party inspectors, architects and the town met with Mr. Jordan of DPIE to get 606 moving again.
- Renewed POD for 606 to house donated furniture during construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going)

Rain Gardens:

- Faulkner, Green Forever and HopperGrass Landscaping companies have come out to look at the Rain Gardens and present proposals to restore them.

Equipment Maintenance

- Repair plow on Dump truck

Other Areas:

- Answering Resident Communication (numerous)
- Phone calls, follow ups and meetings with contractors and vendors

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

February 2019

Ombudsman Report

Ronald B Govan

For the month of January, the Town of Forest Heights had

- 5 Transfer of liability
- 6 Cancel Citation
- 2 Prince George's County waiver request
- 9 Late fee requested
- 6 Late fee requests granted
- 1 Pending investigation
- 4 Mva Mismatch

FOREST HEIGHTS POLICE DEPARTMENT FEBRUARY REPORT

CALLS FOR SERVICE

911 DISCONNECT	37
ACCIDENT	6
ANIMAL COMPLAINT	5
ARMED PERSON	1
ASSAULT	1
BREAK IN IN PROGRESS	1
BREAK IN REPORT	1
CDS COMPLAINT	7
CHECK WELFARE	7
CHECK WELFARE COMBINED	5
DISORDERLY	16
DOMESTIC	2
FAMILY DISPUTE	2
FRAUD	1
GUNSHOTS	1
HIGHWAY ACCIDENT COMBINED	1
HIT AND RUN	4
LOCK OUT IN	1
MISC POLICE INCIDENT	11
NOISE COMPLAINT	1
OVERDOSE BLS COMBINED	1
PREMISE CHECK	114
REPORTED CIT ROBBERY	1
RESIDENTIAL ALARM	5
RESIDENTIAL PANIC ALARM	2
ROBBERY	1
SUBJECT STOP	18
SUSPICIOUS AUTO	1
SUSPICIOUS OCC AUTO	9
SUSPICIOUS PERSON	3
THEFT FROM AUTO	2
THEFT J O	1
THEFT REPORT	5

TRAFFIC COMPLAINT	2
TRAFFIC HAZARD	1
UNKNOWN TROUBLE	5
VANDALISM	3
Total Calls -->	285

STATISTICAL REPORT

State Traffic Citations- 214

State Equipment Repair Orders-18

Parking Citations Issued-12

Arrest-11

Fines Collected- \$1,795.00

Impounds-19

Reports Written:25

FHPD has just completed long rifle training with the Office of the Sheriff expert firearm instructor. 5 officers are now certified to use a long rifle.

FHPD is now using PoliceOne Academy for training. With this system, it allows for officers to complete training at their own pace. This will allow the Department to schedule more training without sacrificing Police coverage. This system also records all training completed online or in the field.

FHPD is implementing the Reserve Officers Program to provide more Police coverage.

Pfc. Adams is conducting commercial and residential surveys and making suggestions on what you can do to make your home and business safer. Please contact the Police Department M-F 8:30AM-5:00PM sign up.

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- FHPD has acquired a STOPSTICK system. This will give the officers a tool to use to disable or slow down suspects by flattening their tires when they flee in a vehicle. With this system it will minimize high speed pursuits.
- FHPD will be starting a new program called CAT. Community Advisory Team. This is similar to neighborhood watch, but it will consist of members of the police department, council, business owners, and the community. It will focus on creating partnerships and addressing public safety concerns.

- Pfc. Adams has attended a 4 Day Residential and Crime Prevention Course which included :

Introduction to Crime Prevention

Homeland Security and Terrorist Threats

Human Trafficking

Drugs of Abuse

Personal Safety

Robbery Prevention

Lighting and Surveillance

Workplace Violence

Alarms

Partnerships and Problem Solving

Financial Exploitation

Gang Awareness

Crime Prevention Through Environmental Design

Residential and Commercial Security Programs

Residential and Commercial Security Surveys

Pfc. Adams has been partnered with the Code Enforcement Officer when he does inspections. Pfc Adams then conducts a survey and make recommendations.



Tasks accomplished:

- A status report was requested by the solar panel grantor. During our meeting, I successfully secured a final extension of April 30, 2019 for this grant.
- Successfully submitted the FY2020 US Census grant application. ✓
- Submitted and received Local Government Insurance Trust (LGIT) Body Camera grant award (\$5,000). ✓

Ongoing projects:

- Coordination of solar panel placement grant and roof shingle replacement effort for new Police building
- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.
- Preparation of upcoming grants:
 - FY 2019 Local Impact Grant—this grant provides community-based programs and services within the three-mile radius around the MGM National Harbor gaming facility
 - Tree Keeper's grant application (Chesapeake Bay Trust)
 - Community Legacy
 - AARP Community Grant—now open
 - CDBG Municipal Infrastructure Grant



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- Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and education to local municipality and government customers. Forest Heights is replacing 285 street lights with LED fixtures.
 - Working with the Town Administrator and the Public Works Director to identify streets and infrastructure that require immediate repair for health and safety reasons.

Casino Video Lottery Terminal Local Impact Fee Legislation ↴

On February 13th, Mayor Muhammad and the Town Administrator accompanied our Lobbyist to Annapolis to testify before the House Ways & Means Committee and explain why Forest Heights is past due and deserving of some of the Local Impact Fee funding to offset the impact of Rosecroft Raceway and the MGM Casino. These stipulations are set forth in State Law and make such funding available to municipalities with 5 miles of these sites.

On the House side, it was our Delegate Veronica Turner who introduced the Bill (HB0458) to the Ways & Means Committee on the town's behalf.

On the Senate side, the Mayor and Town Administrator will once again accompany our Lobbyist to Annapolis this week to be part of testimony on a companion Bill introduced by our Senator Obie Patterson. (SB562)

The Bills seek \$120,000 in annual funding from Local Impact Funds to be designated to the Town of Forest Heights to proactively address issues stemming from casino development like, increased vehicular traffic, code enforcement and other public safety issues facing the town.

Once these bills come out of Committee, they will be voted on by the full body for approval.

North Huron Drive Sidewalk Project (Safe Routes to School) ↴

On February 22nd, the North Huron Drive Sidewalk Project (Safe Routes to School) was put out for advertisement to seek bids for a construction firm to build a sidewalk along the street. This is an important public safety project because it will provide for safe pedestrian traffic along North Huron Drive where no sidewalks currently exist. And perhaps most notable, students in the neighborhood will be able to walk to and from Forest Heights Elementary School without competing with cars on the roadway.

The bid advertisement will take place for approximately three weeks, after which time the Town will choose a firm to begin project construction. The advertisement can be found on the *emarylandmarketplace* website.

New Retaining Wall in Town Hall Parking Lot! ↴

The contractor recently completed our beautiful new retaining wall in the Town Hall parking lot. Please take a look at it when you get the chance.